

Executive Registry

73-7363/1

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Fuel Conservation

REFERENCE : Letter dtd 30 Nov 73 to DCI frm  
Administrator, GSA, same subject

1. Attached for your signature are a letter to Mr. Arthur Sampson, Administrator, General Services Administration, and implementing memoranda to the Deputy Directors and Heads of Independent Offices in regard to the current fuel shortage.

2. The reference asks for your assistance by personally writing to key individuals in an effort to reduce fuel consumption by the Agency in view of the current energy crisis. While no specific goal is set, Mr. Sampson's letter states that he has established regulations for a 15 percent reduction in fuel consumption by the Interagency Motor Pool System. A reduction of this magnitude is high for the type of vehicle support provided by the Agency, particularly in the face of potential requirements for increased shuttle service and additional use of Agency vehicles as the price of gasoline increases and personnel become reluctant to use POV's. As outlined in the letter to Mr. Sampson, the Agency motor fleet is small, we have mission requirements for secure courier service, operational problems, and are faced with dispersed facilities not served by shuttle or public transportation.

3. While we may not be able to reach a 15 percent reduction in fuel consumption, this goal is worthwhile and actions are being initiated towards its attainment. Any actions will mean some reduction in convenience for employees through the consolidation of trips, use of smaller vehicles, elimination of vehicles from various components if not fully justified in the light of present circumstances, and a reduction in authority to use POV's on routes served by the Agency shuttle service. An effective program will need the unselfish support of all employees and the strong support of senior management both by word

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and action. Specific suggestions for fuel conservation are listed in the memoranda to key individuals.

4. It is recommended that the attached letter and memoranda be signed and forwarded to the addressees.



Robert S. Wattles  
Acting Deputy Director  
for  
Management and Services

STAT

cc: DDCI

2 Atts

	UNCLASSIFIED		CONFIDENTIAL		SECRET
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	EXO/DDM4S				
2					
3					
4					
5					
6					
	ACTION		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
Remarks:					
<p><i>See DCI note &amp; give me a call pls.</i></p> <p><i>12/18/73</i></p> <p><i>Discussed with [redacted] He will assign an MCA number to DDM4S 73-4758 &amp; place on agenda. Then DDM4S can discuss issue for WEC marginal comment. P</i></p>					
FOLD HERE TO RETURN TO SENDER					
[redacted]		ADDRESS AND PHONE NO.		DATE	
[redacted]		[redacted]		[redacted]	
		CONFIDENTIAL		SECRET	

STAT

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Fuel Conservation

**DD/A Registry**  
**File** Buildings & Grounds

FROM:

EXTENSION

NO.

Acting Deputy Director for  
Management and Services

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. *JSC*  
Director of Central  
Intelligence

12/15 *a*

2.

3. *DDM+S*

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*Raise at  
Mgt Com*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EO-DD/M&S

EXTENSION

NO.

DATE

11 January 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Mr. Blake

2.

3.

4.

5.

6.

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12.

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15.

To 1:

I met with Frank Van Damm and [ ] on this, and the following came out of the meeting:

a. The DCI wanted this on the Management Committee agenda as a further reminder that the DD's should do everything they can about the energy crisis and fuel conservation. As of 15 Dec 73, he had signed the letter to GSA.

b. It is not clear whether Mr. Colby will ask the other DD's what they are doing about the energy problem.

c. Logistics will prepare by 2:00 p.m. today a report on what DD/M&S is doing about the situation-- a talking paper that you might use. It will point out that we are cutting back in a number of areas, but there will also be increased demands for bus service--in connection with [ ]

  
LJD

Att: MCA-75

## MEMORANDUM FOR THE RECORD

SUBJECT: Fuel Conservation

1. In an effort to comply with General Services Administration (GSA) Instructions and the general interest of the U.S. Government in fuel conservation, the Motor Pool Branch, LSD, has taken the following steps.

a. The long standing maintenance inspection of vehicles at 60-day intervals, vice the 90-day period as suggested by GSA, has been continued with emphasis on fuel conservation. In case of high mileage vehicles, such as the Security patrol vehicles, maintenance is completed every 30 days. Service at this time includes ignition check for proper tune-up and timing, lubrication, new filters if required, and general mechanical maintenance.

b. Tire pressures are checked regularly by drivers as part of routine vehicle check-out.

c. The lightest weight oil consistent with the vehicle's operation is now used to increase mileage.

d. Each vehicle has a sign clearly visible to the driver stating, "Conserve Energy - 50 MPH is the speed limit for this vehicle - except in emergency." Tachographs operating in Agency buses record speed as well as times. These graphs are checked to ensure that the 50 MPH limit is observed.

e. Fuel tanks are now filled to near top level with sufficient space to allow for expansion and to ensure no fuel is wasted by spillage or overflow.

f. Drivers have been directed not to idle vehicles unnecessarily. On occasion, senior officers of Logistics Services Division have turned off unoccupied vehicles found idling in the Motor Pool area and picked up keys to ensure appropriate administrative action.

g. Agency vehicles, Motor Pool, Depot, and Security related, are served with radio communications. Use of radio facilities continues to permit more effective utilization of these vehicles.

STAT 2. The  Supply Division, is also following the general guidelines for conservation as outlined above and, in addition, will soon propose the following steps to reduce mileage.

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SUBJECT: Fuel Conservation

a. Limit use of long distance travel to those operational requirements necessary because of time or sensitivity. Otherwise, commercial facilities will be employed.

STAT b. Reduce local deliveries to Headquarters from the [ ] from daily service to 3 days per week. Reduce service to Rosslyn from 5 days to 2 days.

c. Limit trips to local commercial airports to one trip per day except for particular priority requirements.

STAT STAT d. Reduce trips [ ] from weekly to biweekly with requirements [ ] coordinated in a manner to tie in directly with trips [ ]

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3. In addition to actions taken directly by the Motor Pool personnel, Agency personnel are also contributing to energy conservation by willingly supporting and suggesting the following actions.

a. Adjusting requests for Motor Pool transportation in order to combine trips with other required travel.

b. Requesting special shuttle bus service for large groups rather than using private vehicles.

c. Requests for special car pool parking permits reflect a rapidly growing interest in car pools by Agency employees. A realignment of reserved parking is underway to provide spaces for at least 400 car pools in the Headquarters area.

d. Recent directives from senior management restricting the use of Privately Owned Vehicles (POV's), combined with more frequent shuttle bus service, has served to increase shuttle usage by 15 percent. This action is not only cost effective for the Agency, but reduces gas consumption by the private sector.

e. As a result of employee interest in Metrobus transportation as a method of reducing personal gasoline consumption, and a desire for more direct and efficient bus service, Agency officials will meet with Metro planning officials to discuss direct service from outlying areas to Rosslyn and Headquarters. Analysis of the personnel locator index by postal zip codes has provided guides to special Metro runs that could serve a large number of Agency per-


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sonnel. This concept is based on the present successful service provided from the town of Reston, Virginia to various Metropolitan areas.

4. While applying the rules of efficient vehicle operation to the Agency's fleet, and receiving cooperation from employees, the actual reduction in fuel consumption during this period still may not take place. In fact, in view of the Agency's remote location and the limited public transportation facilities available, any decrease in Agency transportation may not be in the interest of conservation. Such reductions would force increased use of POV's. Additional shuttle service, special bus runs to outlying training sites in lieu of POV travel, and reduction in air travel by providing long distance bus runs, will require use of additional gasoline by the Agency. A savings, however, will be reflected in the private sector. As gasoline prices increase, supplies become more limited and certainly when and if gas is rationed, a significant reduction in employee willingness to use their POV's will result. This action will increase demands for chauffeur and U-drive vehicles from the Motor Pool. As stated, efforts to conserve energy through efficiency are underway. New approaches are being tried and hopefully new ideas will come to light and be effective. Realistically, utilization of Agency vehicles is based on demand, and any numerical goal for reduction will be difficult to reach. A more proper goal would be one seeking maximum efficiency.

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Chief, Logistics Services Division, OL



1. Prior to our bus schedule revisions of 27 November 1973, we were expending 52 percent of our route time and 38 percent of our route mileage to service 16 percent of our bus customers whose destination or departure point was on the East-State-EOB-Pentagon leg of our routes.

2. Our revised schedule now expends 44 percent of route time and 25 percent of route mileage servicing the same stops.

3. Our only comparison of passenger volume of the old schedule versus the new would be for the month of December. Our records indicate a 15 percent increase in bus customers in December 1973 over December 1972.

4. By replacing one limousine with a Blue Bird bus, 15 minute service to and from Rosslyn could be provided. We propose to extend route 2 to include the EOB and run every half hour using Blue Bird buses. Route 3, using limousines, would be eliminated. Listed below are intervals or maximum waiting times at points of service under the previous, present, and proposed schedules.

	<u>Previous</u>	<u>Present</u>	<u>Proposed</u>
Pentagon	49 min.	40 min.	30 min.
EOB	35 min.	60 min.	30 min.
East	50 min.	40 min.	30 min.
Rosslyn (to Hdqs.)	35 min.	23 min.	15 min.
Headquarters (to Rosslyn)	30 min.	20 min.	15 min.